

CITY OF BELMONT PARKS MANAGER

Class specifications are intended to present a *descriptive* list of the range of *duties performed by employees in the class*. Specifications *are not intended to reflect all duties performed within the job*.

DEFINITION

To direct, manage, supervise and oversee City park maintenance operations and activities within the Parks and Recreation Department. Coordinates assigned activities with other divisions and departments, outside agencies and the general public. Provides highly responsible and complex staff support to the Parks and Recreation Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director. Exercises direct supervision over all Parks maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - *Essential duties and responsibilities may include, but are not limited to, the following:*

Essential Functions:

1. Direct, manage and supervise the organization, staffing and operational activities for the City's parks maintenance program.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Plan, direct, coordinate and review the work plan for assigned parks maintenance services and activities and division staff, assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Plan, manage and coordinate the daily maintenance operations of the City's parks, buildings and landscaping including school turfs and street right-of-ways, oversee the trimming and maintenance of City trees.
6. Plan, implement, schedule and oversee the maintenance of City lawns, trails, shrubs, trees, athletic fields, median strips and flower beds in parks and parking areas.
7. Plan, implement, schedule and oversee the maintenance of City buildings, playgrounds and irrigation systems in City parks.

8. Perform safety inspections of equipment in buildings, school grounds and parks including tennis courts, sand areas and playground equipment.
9. Oversee the application of pesticides and fertilizer in City parks.
10. Plan, coordinate, supervise and implement landscaping activities for City grounds; interpret landscaping plans to evaluate the progress of landscaping work.
11. Coordinate with the Recreation Division to ensure that athletic fields are properly prepared for local leagues and recreation programs, oversee, schedule and direct the laying out and marking of fields.
12. Make recommendations regarding capital and equipment improvement needs for parks maintenance operations; purchase equipment.
13. Perform on-site supervision and oversee park, playground and building construction and repair projects as needed.
14. Select, train, motivate and evaluate parks maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Manage and participate in the development and administration of the assigned Parks Division budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
16. Provide highly responsible and complex staff support to the Parks and Recreation Director, participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
17. Coordinate parks maintenance activities with those of other divisions, departments, the general public and outside agencies and organizations.
18. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of parks and facilities maintenance.

Marginal Functions:

1. May be required to perform parks maintenance duties including gardening, landscaping and related parks maintenance.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of parks, building and landscaping maintenance programs. Modern and complex principles and practices of City parks and facilities/building maintenance.
- Methods and techniques of parks landscaping.
- Rules and regulations governing pesticide preparation and application.
- Methods and techniques of inspecting park recreational equipment including tennis courts and playgrounds.
- Principles and practices of parks construction and repair maintenance.
- Principles of budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Principles of occupational hazards and standard safety practices.
- Modern computers and work related software applications including e-mail, word processing, spreadsheet and other parks and facilities maintenance based programs.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Manage, supervise, direct and coordinate the work of Parks maintenance staff. Select, supervise, train and evaluate staff.
- Interpret and explain City policies and procedures related to Parks maintenance staff.
- Plan, implement, schedule and oversee the maintenance of City lawns, trails, paths, shrubs, trees, athletic fields, median strips and flower beds in parks and parking areas.
- Plan, implement, schedule and oversee the maintenance of City facilities/buildings, playgrounds and irrigation systems in City parks.
- Inspect grounds, athletic fields, equipment and buildings to ensure compliance with City standards. Coordinate with other City staff to complete projects or fulfill responsibilities.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Demonstrate basic proficiency in computers and work related software programs including e-mail, word processing, spreadsheets and parks or facility maintenance based applications.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of responsible park and building maintenance or groundskeeping experience including two years of administrative and/or lead supervisory experience.

Education and Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in parks and/or facility/building maintenance or a related field.

License and/or Certificates:

Possession of, or ability to obtain, an appropriate, a valid California driver's license. Possession of, or ability to obtain, a Qualified Applicator's Certificate (QAC).

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site, exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals, inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, heavy, moderate or light lifting and carrying, operating motorized equipment and vehicles; mid-range to distant visual acuity for inspecting equipment.

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